

SMART GOAL WORKSHEET

I. *Briefly* write out your goal:

My goal is to:_____.

II. Write out the details of your goal:

How will you reach your goal? Answer who, what, when, why, and how – list at least 3 action steps you'll take:

1. _____

2. _____

3. _____

III. Make your goal measurable:

I will have met my goal when I _____

I will measure my performance by _____

IV. Is your goal attainable? What do you need to achieve your goal?

Resources I need: _____

Time I need to reserve: _____

V. Make your goal relevant – list reasons *why* you want to reach this goal:

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VI. Put a timeline on your goal:

I will reach my goal by (date) ____/____/____

I will be halfway to my goal when I: _____